

# INSTRUCTIONAL FORM

Attachment B

## POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: PARF 11-6-156 2. Position Number: 911-300-3175-032 3. Date of Posting: 9/10/15
4. Classification: Transportation Engineer Technician
5. Salary Range: Range B: \$3,410- \$4,268; Range C: \$4,100- \$5,132
6. Pay Differentials That Apply To Position: Pay Differential 271
7. Working Hours Of Position: 8:00 AM to 5:00 PM
8. District/Division: District 11/Engineering Section: Traffic Design-Signing/Striping Geographic Location: San Diego  
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) **Determination for relocation will be made by Hiring Supervisor.**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

B. Technical & Professional Skills & Abilities:

- Each project is unique and requires considerable analytical ability. Projects may involve signing, pavement delineation, detours, and construction staging. General analysis of these and other project-related aspects is desirable.
- Must possess a wide knowledge of details including software, methods, and layouts used in the preparation of contract plans and construction drawings, mathematics, highway design practices, conventional and state-of-the-art computer applications to transportation engineering work, and technical level civil engineering skills in order to understand and apply Caltrans manuals and standards.
- Must be able to use the California Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement to determine applicable signing and striping.
- Must have the ability to make accurate mathematical calculations, demonstrate the potential to assume progressive technician journey level responsibility, organize/arrange data to produce effective work products without repetitious direction, and possess interpersonal skills necessary to be an effective team member.

C. License and/or Certification Requirements:  
N/A

D. Physical Abilities to Perform Essential Functions:

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The office environment requires devoting lengthy periods of time reading printed documents and images presented on a computer screen as well as discerning details of maps and photographs. They may be required to move cumbersome plans and binders filled with documents from one location to another. The incumbent is responsible for adhering to the time constraints of task schedules as agreed to with the Branch Chief or lead person. The position will require field trips to project sites requiring the use of a helmet and vest. The incumbent must be able to perform duties described in this document in a safe manner that does not engender potential danger to oneself or others.

E. Other Departmental Requirements:

The incumbent must work effectively while facing impending deadlines and unforeseen obstacles. Must be able to effectively and tactfully deal with various individuals.

09/23/15

F. Duty Statement/Description of Duties:

Under the direct supervision of the Branch Chief, a Senior Transportation Engineer, the Transportation Engineering Technician reviews maps, plans and exhibits for conformance with Caltrans Drafting and Computer Aided Drafting & Design (CADD) standards, prepares and draws maps, Plans, Specifications & Estimates (PS&E) plans and exhibits using CADD.

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10. Final Date and Time for Receiving Bid: 09/23/15 C.O.B.

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Elizabeth Comstock

Address: 4050 Taylor Street San Diego, CA 92110

Telephone Number: 619-688-6950

FAX Number: 619-220-5387

E-mail Address: Elizabeth.Comstock@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: \_\_\_\_\_ To: \_\_\_\_\_  
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): TBD.  
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)